

Chapter 5

Editing Your Data

This chapter explains how to enter and edit data in FACTS II. This chapter contains the following sections:

- C View Grid
- C Edit Screen Basics
- C Entering data

View grid

Instructions

The “View grid” located on the right side of the screen displays SGL account balances and related attributes that describe the financial status of a fund symbol. Click on a quarter contained in the list of fund symbols (left of the screen) and its data will be displayed in the view grid (right of the screen) if it has data. The vertical line between the two sides of the screen can be dragged left or right to add space. Total budgetary debit and credit ending balances are displayed at the bottom of the view grid. The view grid is displayed in rows and columns somewhat like a spreadsheet. (See Exhibit 5-1.)

You can edit dollar amounts on the edit screen, by clicking once on a cell containing an amount. To add SGL accounts or change SGL attributes, you must enter the “Edit screen” by double clicking on a row of the view grid. If there is no data in the view grid for a quarter, then click on the right mouse button and “add” an SGL account. The edit screen is described in the next section of the this chapter.

You can change the width of the columns on the view grid by clicking on the black, vertical lines that separate the columns. When you click on a line, the cursor will change shape indicating that the column width can be changed by dragging the clicked mouse.

You can change the order of the columns by clicking on a column title and dragging it to a different location. When you click on a column title, the cursor will change shape indicating that the column can be moved by dragging the clicked mouse.

You can change the sort order of the information contained in the view grid by clicking on column titles. You cannot sort by two fields at the same time. The default sort order is by SGL account. (See Exhibit 5-2, which differs from 5-1 in that the sheet is sorted by Debit/Credit.)

FACTS II

File Edit Tools Reports Window Help

FACTS II - Preparer ID JHOGEP, JEFF HOGE

TAFS Title : National Center for the Study of Afro-American History and Culture

SGL Acct.	Debit/ Credit	Begin/ End	Amount	Legislation Indicator	Reimbursable Flag
69- -97-0650-000-000-0					
69- -97-0700-000-000-0					
69- -97-0702-000-000-0					
69- -97-0730-000-000-0					
69- -97-1120-000-000-0					
69- -97-1750-000-000-0					
69- -97-8016-000-000-0					
69- -97-8107-000-000-0					
69- -97-8314-000-000-0					
69- -98-0104-000-000-0					
69- -98-0117-000-000-0					
69- -98-0118-000-000-0					
95- -X-3300-000-000-0					
95- -X-3750-000-000-0					
95- -X-3800-000-000-0					
1998-Quarter 4					
1010	Debit	End	39,742.61		
4119	Debit	End	39,742.61	Appropriation	
4801	Credit	End	39,742.61		D
Total Ending Budgetary Debits:			39,742.61		
Total Ending Budgetary Credits:			39,742.61		

Status: Editing Double click on row to see/edit details. Right Click for other options.

Ready

Exhibit 5-1 – View grid sorted by SGL account number.

FACTS II

File Edit Tools Reports Window Help

FACTS II - Preparer ID JHOGEP, JEFF HOGE

TAFS Title : National Center for the Study of Afro-American History and Culture

SGL Acct.	Debit/ Credit	Begin/ End	Amount	Legislation Indicator	Reimbursable Flag
69- -97-0650-000-000-0					
69- -97-0700-000-000-0					
69- -97-0702-000-000-0					
69- -97-0730-000-000-0					
69- -97-1120-000-000-0					
69- -97-1750-000-000-0					
69- -97-8016-000-000-0					
69- -97-8107-000-000-0					
69- -97-8314-000-000-0					
69- -98-0104-000-000-0					
69- -98-0117-000-000-0					
69- -98-0118-000-000-0					
95- -X-3300-000-000-0					
95- -X-3750-000-000-0					
95- -X-3800-000-000-0					
1998-Quarter 4					
4801	Credit	End	39,742.61		D
4119	Debit	End	39,742.61	Appropriation	
1010	Debit	End	39,742.61		
Total Ending Budgetary Debits:			39,742.61		
Total Ending Budgetary Credits:			39,742.61		

Status: Editing Double click on row to see/edit details. Right Click for other options.

Ready

Exhibit 5-2 – View grid sorted by the Debit/Credit column. Note that credits are now shown before debits.

Edit Screen Basics

Instructions

To open the Edit Screen from the view grid, either:

- Select one of the rows of the view grid on the right side of the screen, and double clicking with the mouse; OR
- Click the right mouse button, and use the options to add or insert a row. (See Exhibit 5-3.)

The Edit screen has three tabs at the top of the screen. The first is the main tab for data entry (see Exhibit 5-3); the second is for footnotes (see Exhibit 5-4); and the third is for Category B apportionments.

Once data have been entered into the Edit Screen, you may:

- Click the “OK” button to leave the edit screen and save changes.
- Click the “Cancel” button to leave the edit screen without saving changes.
- Click the “Add” button to save changes and proceed to the next SGL adjusted trial balance of the fund symbol that you are editing without leaving the edit screen. By using the “add” button, you will not need to return the view grid after you add each SGL account, which would take too long.

Other buttons on the edit screen allow you to:

- “clear footnotes” associated with an SGL account;
- copy the Treasury supplied “undisbursed balance” to SGL account “1010 Fund Balance with Treasury”;
- paste amounts that you may have in your Windows calculator (so that you do not need to type them again).

FACTS II - Edit Screen

TAFS Title : National Center for the Study of Afro-American History and Culture

Edit
 Footnote
 Cat B
TAFS Acct #: 95-X-3800-000-000-0
1998-Quarter 4

SGL Acct Number: 1010 Debit/Credit: Debit Begin/End: End Amount: 39,742.61 Authority Type: Reimbursable Flag: Apportionment Category: Category B Detail:	Public Law: Legislation Indicator: Transaction Partner: Definite/Indefinite: Availability Time: Current/Perm. Code: Cohort: Borrowing Src Code:	Command <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Next Acct"/> <input type="button" value="Prev Acct"/> <input type="button" value="Clear FNote"/> <input type="button" value="PrecloseBal"/> <input type="button" value="Add"/> Calculator <input type="button" value="Paste"/>
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Exhibit 5-3 – Edit screen’s main tab.

Footnote Screen

TAFS Title : National Center for the Study of Afro-American History and Culture

Edit
 Footnote
 Cat B
TAFS Acct #: 95-X-3800-000-000-0
1998-Quarter 4

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Current Footnotes</p> <div style="height: 40px; border: 1px solid black;"></div> </div> <div style="border: 1px solid black; padding: 5px;"> <p>This is the latest amount.</p> <div style="height: 100px; border: 1px solid black; position: relative;"> <div style="position: absolute; top: -15px; right: 0;">↑</div> <div style="position: absolute; bottom: -15px; right: 0;">↓</div> </div> </div>	Command <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Next Acct"/> <input type="button" value="Prev Acct"/> <input type="button" value="Clear FNote"/> <input type="button" value="PrecloseBal"/> <input type="button" value="Add"/> Calculator <input type="button" value="Paste"/>
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Exhibit 5-4 – Edit screen’s footnote tab.

Entering data

Instructions

FACTS II collects pre-closing, adjusted trial balances by U.S. SGL accounts and attributes. When entering data you will be provided with a list of SGL accounts to choose from. It is not possible to report upon an SGL account that is not already on the list. FACTS II only provides you with the SGL accounts needed to fulfill the reporting requirements of the FMS 2108, SF 133, and the P&F schedule of the Budget. The list of SGL accounts that FACTS II collects is in TFM T/L S2 99-01, section IV, “SGL account attributes required for FACTS II reporting of detailed financial information”. (See Exhibit 5-5).

After choosing each SGL account you will need to enter an amount, indicate whether it is a debit or a credit, and indicate whether it is a beginning or ending balance. In addition, for many SGL accounts, you will need to provide more information using SGL attributes. The SGL attributes that you will need to enter varies depending on the SGL account being used. To save you time, only required attributes (displayed in white) can be entered while non-required attributes (displayed in gray) cannot be entered. For example, when entering a balance for SGL account 4801, “Unexpended obligation - unpaid”, you will need to indicate what the correct apportionment category is. You would use the “Apportionment Category” attribute that indicates whether the obligations are Category A, Category B, or not subject to apportionment. (See Exhibit 5-6).

Notes

Definitions of SGL attributes are contained in the Treasury Financial Manual transmittal letter number S2 99-01 (see the appendix of this user's guide for more information).

Note that negative amounts cannot be entered in FACTS II. The plus/minus sign that appears on a report (e.g. FMS 2108, SF 133) is determined by looking at the specific reporting requirement, the normal balance indicator, and the debit/credit value that you provide. For example, SGL account "4261 Actual collection of fees" is displayed on both SF 133 line 3A1 (normally positive) and SF 133 line 15B (normally negative).

<u>Reporting Requirement</u>	<u>Normal Balance Indicator</u>	<u>Debit/Credit</u>	<u>Sign</u>
SF 133 Line 3A1	Debit	Debit	Plus
SF 133 Line 3A1	Debit	Credit	Minus
SF 133 Line 15B	Debit	Debit	Minus
SF 133 Line 15B	Debit	Credit	Plus

FACTS II - Edit Screen

TAFS Title : National Center for the Study of Afro-American History and Culture

Edit **Footnote** **Cat B** **TAFS Acct #:** 95-X-3800-000-000-0 **1998-Quarter 4**

SGL Acct Number: 4119 **Public Law:** 105-56

Debit/Credit: 4119 Other Appropriations Realized

Begin/End: 4120 Appropriations Anticipated - Indefinite

Amount: 4121 Loan Subsidy Appropriation - Indefinite - Current

Authority Type: 4150 Reappropriations

Reimbursable Flag: 4160 Anticipated Transfers - Current-Year Authority

Apportionment Category: 4165 Anticipated Allocation Transfers

Category B Detail: 4170 Transfers - Current-Year Authority

4175 Allocation Transfers

4180 Anticipated Transfers - Prior-Year Authority

4190 Transfers - Prior-Year Authority

4201 Total Actual Resources - Collected

4210 Anticipated Reimbursements and Other Income

4215 Anticipated Trust Fund Expenditure Transfers

4221 Unfilled Customer Orders Without Advance

4222 Unfilled Customer Orders With Advance

Command

OK

Cancel

Next Acct

Prev Acct

Clear FNote

PrecloseBal

Add

Calculator

Paste

Exhibit 5-5 – List of SGL accounts. Click on the list and begin typing the SGL account number that you want to select.

FACTS II - Edit Screen

TAFS Title : National Center for the Study of Afro-American History and Culture

Edit **Footnote** **Cat B** **TAFS Acct #:** 95-X-3800-000-000-0 **1998-Quarter 4**

SGL Acct Number: 4119 **Public Law:** -

Debit/Credit: Debit **Legislation Indicator:** Appropriation Act

Begin/End: End **Transaction Partner:**

Amount: 6,328.11 **Definite/Indefinite:**

Authority Type: **Availability Time:**

Reimbursable Flag: **Current/Perm. Code:**

Apportionment Category: **Cohort:**

Category B Detail: **Borrowing Src Code:**

Command

OK

Cancel

Next Acct

Prev Acct

Clear FNote

PrecloseBal

Add

Calculator

Paste

Exhibit 5-6 – White fields must be completed. Gray fields are not required and cannot be updated.

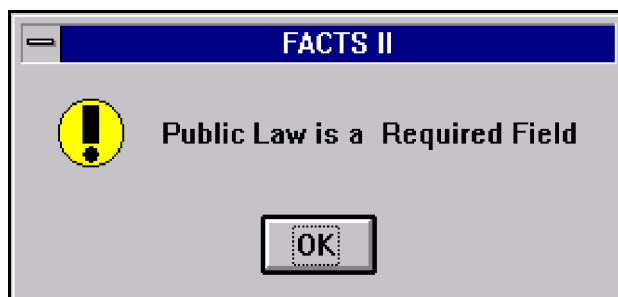


Exhibit 5-7 – Based on the SGL account selected, certain attributes (“Public Law” in this case) must be completed. Required attributes are displayed in white. It is not possible to enter data for non-required attributed, which are displayed in gray.

Exhibit 5-8 – Now that all required (white) fields have been completed, you may move on to the next SGL account, by clicking the “Next Acct” button.